



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit System)

Posting #AOC0902N06

SENIOR APPLICATION SUPPORT SPECIALIST

Opening Date: 09/13/06

Closing Date: 11/30/06

A Vacancy Exists

Recruiting For: **Administrative Office of the Courts**, Judicial Information Center

Salary: \$44,902 - \$56,128 (Minimum - Midpoint) Pay Grade 16*

Location: New Castle County (**Please check this county on your application**). Administrative Office of the Courts, Judicial Information Center, 92 Reads Way, Suite 100, New Castle, DE 19720, SLC: N390A

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This class is responsible for all phases of systems analysis and design and for writing, testing, debugging, and documentation of computer programs with a heavy concentration in financial application development and report writing. Supervision is provided by a technical superior. Duties include system analysis and design, providing alternate design approaches with cost/benefit analysis for each; preparing computer program specifications and computer programs, preparing test data, and testing computer programs for accuracy and efficiency, debugging programs and writing the required documentation. Concentration will be in financial application development and report writing. Incumbents in this class may also serve as team leader on a project basis periodically. Principal contacts are with users in order to analyze, define, and translate their information systems into computer language and with computer operators when testing and debugging programs.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Experience in program implementation/modification including problem definition, system analysis, design, and implementation in a multi-user environment.
2. Experience using one of the higher level programming languages.
3. Experience using database related processing and access methods.
4. Ability to communicate courteously and effectively, both verbally and in writing.

Special Requirements:

1. Experience in using report writing packages or tools (Focus, Crystal Reports, or like products).
2. Experience in creating and/or modifying financial reports or programs by using acceptable accounting procedures and practices.
3. Ability to successfully complete a security clearance as issued by the State of Delaware Bureau of Identification.

Preferential Requirements:

1. Experience in the following programming languages is preferred: SQL, PL/SQL, Adabus/Natural, C, C++, Visual Basic, .NET, and QBasic.
2. Court operations experience preferred
3. Accounting experience preferred.
4. Project management experience preferred.
5. Experience in working with middleware tools.
6. Knowledge of Oracle products helpful.

Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

Submitting your Application:

- Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).
- Paper applications can be submitted to one of the following locations:

ADMINISTRATIVE OFFICE OF THE COURTS, 500 N. King Street, Suite 11600,
Wilmington, DE 19801, SLC N210B Phone: (302) 255-0090 www.courts.delaware.gov

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458
Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone:
(302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947
Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes, or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer